

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Clarinda Academy (11978601)
SNP - Review ID: 2993

Program Year: 2017
Month of Review: May
Lead Reviewer: Brenda Windmuller
Org Representative(s):

Site - Level Findings: Clarinda Academy (8601)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Fluid milk was not available in at least two types at the beginning of meal service or throughout meal service.	The SFA will state their intentions of offering a minimum of two varieties of milk. (appropriate choices are skim white, skim flavored, or 1% white) The SFA will also submit an invoice from July 2017 showing the purchase of two varieties of milk.	
1400 - Food Safety	V-1400	<p>Food Safety Plan: A written Food Safety Plan is required to be at any facility where food is stored, prepared, or served for NSLP, SBP or other FNS programs. The food safety plan should apply the HACCP principles and its' required elements which include: Documenting menu items in the appropriate HACCP process category, Documenting Critical Control Points of food production, Monitoring food safety, Establishing and documenting corrective actions, Recordkeeping, Reviewing and supervising the overall food safety program periodically. SFAs must Develop, Document, and Implement SOPs, (standard operating procedures,) which are the foundation of a School Food Safety Program. SOPs are step-by-step written instructions for routine food service tasks. Each SOP should include instructions on monitoring, documentation, corrective action. Should also have a SOP on feeding in the classroom and alternate feeding sites if applicable.</p> <p>Topics should include, but not be limited to handling body fluids, lock-out-tag out, chemical testing, hair restraints, proper temperatures, hand</p>	The SFA will submit a table of contents or a list of topics to be included in the Food Safety Plan, include a timeline and plan of when the food safety plan will be completed/revised and where it will be stored.	

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		washing, glove usage, safe knife handling, slips, trips and falls.		
1700 - Afterschool Snack	V-1700	Afterschool Snack Program finding: Onsite Monitoring was completed within first 4 weeks, but the second review was not completed. The SFA is to conduct self-monitoring twice per year; the first review during the first four weeks of the program.	For your response, complete and submit the second required review. State your understanding that the self-monitoring must be completed by SFA two times per year and the first must occur within the first 4 weeks of snack service.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
700 - Resource Management	V-0700	PROCUREMENT PLAN: The SFA is required to have a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for rewarding, reviewing, documenting and monitoring procurement events. The SFA must also have a written Code of Ethics/Conduct which includes conflicts of interest, accepting items of monetary value, disciplinary actions, and checks and balances. IFBs and RFPs should be advertised. All bids should include a Buy American Provision. The SFA should have debarment statements on file for each vendor.	The SFA will state their intentions of completing a procurement plan for the 2017/2018 school year and who will be responsible for this piece. The SFA will also submit a plan on completing additional training on procurement via online courses or one of the face-to-face classes to be held.	
800 - Civil Rights	V-0800	CIVIL RIGHTS TRAINING: Training did not occur within the most recent school year, not all applicable staff attended training.	The SFA will submit a plan to include a date this one hour training will be completed by all Food Service employees and Clarinda Academy employees working with the School Lunch Program. The SFA will document attendance and maintain records with date, time -in, time-out, participant signatures and topics covered upon completion of the training.	
1000 - Local School Wellness Policy	V-1000	ASSESSMENT (1000): Assessment of Wellness Policy was not completed in the past three	Submit a timeline and plan on when the district will be assessed on the implementation of the Local School	

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		years. Completed assessment is required to be made public.	Wellness Policy. Include a plan on how this information will be made available to the public.	
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Org - Level Technical Assistance

Area	Question	Comments
800 - Civil Rights	809 Review program materials, do appropriate Program materials use the non-discrimination statement?	All program material must contain both Federal and Iowa non-discrimination statement OR the shortened statement. Provided Technical Assistance to the SFA where these statements can be located and that they need to be on all program materials.
900 - SFA On Site Monitoring	900 a. Was the on-site monitoring of breakfast completed prior to February 1st?	On-Site Monitoring is not required of a single site, however recommend completing once a year to ensure compliance. On-Site Monitoring form was sent to the SFA, it can also be found on CNP, Download Forms.
1000 - Local School Wellness Policy	1005 Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy.	<p>WELLNESS POLICY: Provided the Local Wellness Policy folder from Team Nutrition that includes the handout on the Summary of the LWP Final Rule, the "Does Your Wellness Policy Measure Up?" handout and the school Building Progress Report form. E-mailed additional resources to include an assessment template.</p> <p>Discussed inclusion of a Wellness Committee, expanding on goals, include the health class on input, make policy public, and completion of an assessment.</p>
1200 - Professional Standards		<p>ANNUAL TRAINING: Food Service Director maintains a spreadsheet with all staff, tracking training classes attended, date attended and length of time for each class. All Food Service staff and SFA employees working with the School Lunch Program are required to take 1 hour of Civil Rights annually. Training hours should be NSLP specific and training topics should be relevant to job. Training hours should meet the following guidelines:</p> <p><u>Director- 12 hours annually</u></p> <p><u>Manager- 10 hours annually</u></p> <p><u>Full-Time Staff- 6 hours annually</u></p> <p><u>Part-time Staff- 4 hours annually</u></p>

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1600 - School Breakfast and SFSP Outreach	1601 How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?	<p>Breakfast Promotion: The USDA requires SFAs to promote their breakfast program at least 2 times annually to students. Promotion should include breakfast price, times available and should encourage all students to attend.</p> <p>Summer Meal Promotion: The SFA should promote summer feeding programs to all students every spring to be sure that families are aware of the availability state-wide to all children 18 and under.</p>
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Site - Level Technical Assistance Clarinda Academy (8601)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	404 a. Is there signage explaining what constitutes a reimbursable lunch to students?	Signage is not available at or near the beginning of each service line for breakfast and lunch to identify the components of a reimbursable meal. A link to the SA's web site was provided to the SFA.
1400- Food Safety	1409 - a. Did any review of products indicate violations of the Buy American provision in 7 CFR 210.21(d) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable? If yes, proceed to b, if no proceed to next question.	<p>Buy American: During storage facility observations review 2-3 products from each food category (grains, canned fruits/juice, canned vegetables/juice, herbs/spices, condiments, frozen fruit/juice, frozen vegetables/juice, frozen meat, refrigerated foods) labels were checked for the country of origin. Pineapple, tropical fruit, tuna and mandarin oranges you will not find being made in America.</p> <p>Canned peaches and canned pears were found in violation of the USDA Buy American policy. U.S. alternatives are readily available and affordable.</p> <p>The SFA will work with the Food Service Vendor to find a solution. The SA has initiated contact with the State Agency responsible for procuring these items.</p>
600 - Dietary Specifications and Nutrient Analysis		<p>Technical Assistance was given to monitor more closely, the whole grain requirement as not all brands of cereal meet this requirement.</p> <p>The SFA was reminded of the sodium restrictions and to be diligent about ordering low sodium ingredients like: soups, bases, canned fruits, canned vegetables and salad dressings.</p>
800 - Civil Rights	810 Is the USDA "And Justice for All" poster displayed in a prominent location and visible to recipients of benefits? If NO, describe reason.	CIVIL RIGHTS: The SFA did not have an "And Justice For All" poster in the cafeteria. One was provided by the SA.

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1400 - Food Safety	1403 a. In the comments section, list the dates of the two (2) most recent food safety inspections.	FOOD SAFETY: The most recent food safety inspection report should be posted in a publicly visible location. The posted report was from 2014. A food inspection should be conducted by your local agency at minimum once a year, twice is preferred. FSD should contact the local health departments to request an inspection. Keep a copy of this request.
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Org - Level Commendations

Description
ACCESS AND REIMBURSEMENT (100): Benefit documents, as well as all paperwork, were well organized. 100% of students receiving benefits were on the Direct Certification list. Documentation is kept on file.
FISCAL ACTION: Errors fell below the \$600 disregard. No fiscal action was required.
Pending***MEAL COUNTING & CLAIMING: Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of May appeared accurate and complete. Food Service Staff ensured each student received the required meal components, another staff member recorded the names of students eating the meal. The recorded meal participation is reviewed by the Food Service Director and compared to the daily census before being submitted as a claim.
RESOURCE MANAGEMENT (700): The resource management section of the off-site assessment tool was completed on time. Reports are filed on time, and all records are maintained for at least three years plus the current year. Comprehensive Review was not required.
SERVE ONLY: SFA requested and has received a waiver to do serve only rather than Offer vs. Serve. This meal pattern works well for their RCCI facility.
WELLNESS POLICY (1000): The district has a current wellness policy on file. There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity. The latest assessment of the policy was available. The Food Service staff works with the nurse to identify allergies and other dietary restrictions. The SA has a system in place to alert students of foods being served which aids the student in making good choices.

Site - Level Commendations Clarinda Academy (8601)

Description
HACCP/FOOD SAFETY (1400): Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, and dishwasher. The kitchen and storage areas were orderly and clean, and all food in coolers and freezers were covered and clearly labeled. Food Service workers wore proper hair restraints and practiced good gloving procedures.
MEAL REQUIREMENTS & COMPONENTS: The Food Service Director, FSD, does an excellent job of menu planning and offering choices. Students have multiple fruit and vegetables to select from, many of which are fresh fruits. All meal components were available at the beginning of meal service on the days of observation and throughout meal service. Menus met weekly and daily meal pattern requirements for each age/grade group. Documentation indicated that foods purchased and food production ensured meals contained the required components and quantities. CN labels and Manufacturer's Statements, as well as nutrition facts and ingredient labels used for producing meals were on file and well organized. Standardized recipes are used for food production. Water was available as required. There is regular staff training. All students were observed to have a reimbursable meal during the day of the review.
PROFESSIONAL STANDARDS (1200): Tracking was provided that documents that the director received the required 12 hours of annual training, managers received the required 10 hours of training, and all other staff have received at least 6 hours of annual training. There was a comprehensive list of all employees involved in child nutrition program at the site, and training was correctly documented.